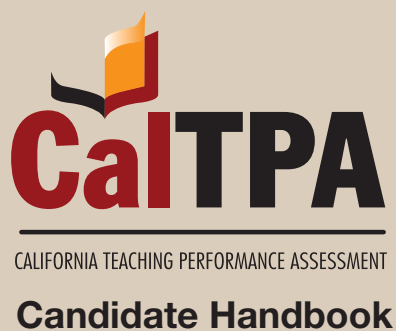
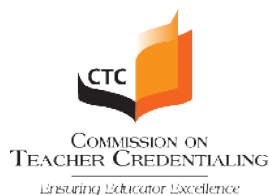


## CHAPTER 7

### Privacy and Permission Requirements





### **Chapter 7 of the CalTPA Candidate Handbook**

Is covered by this Handbook's

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## Privacy and Permission Requirements

### Important Information for All Candidates

#### Introduction

As you are completing the tasks of the CalTPA, you are required to maintain candidate, student and adult privacy at all times. When you video the class for the Culminating Teaching Experience task, you will be required to have permission from any individual who will appear on the video. When you submit samples of student work as part of your response to the Assessing Learning and the Culminating Teaching Experience tasks, you will also be required to have permission from the student's parent/guardian. This chapter will provide you with critical information about how to fulfill each of these mandatory teaching performance assessment requirements.

#### Maintaining Candidate Privacy

Your teaching performance assessment task submissions represent your own unaided work. Your submissions will be scored "blind," that is, the assessor will not know your identity. In order to maintain your own privacy during the teaching performance assessment process, your teacher preparation program should provide you with information about its process for assigning you a number or another type of non-personal identifier. Each blank task form on which you provide your responses contains a space at the upper right hand corner for this non-personal identifier.

#### Maintaining Student and Adult Privacy

Completing the tasks of the CalTPA necessarily requires you to interact with K-12 students, teachers, and others in the school setting. You are responsible for maintaining the privacy of each of these individuals as well as your own privacy. Instructions within each task explain as applicable how to remove personally-identifiable information from samples of student and/or adult work before these are submitted as part of your task responses.

#### Obtaining Student and Adult Permission for the Video, and for Samples of Student Work

The *Culminating Teaching Experience* task requires that you make a video of a twenty-minute segment of a lesson you are teaching to K-12 students. You must have signed permission from the parent/guardian of each K-12 student who will appear in the video, as well as signed permission from any adult, including any K-12 students who are legally adults, who will appear in the video, before these individuals can be included in the video process. Permission must be obtained ahead of time, prior to making the video.

The *Assessing Learning* and the *Culminating Teaching Experience* tasks require that you submit samples of student work. You must have signed permission from the parent/guardian of each K-12 student whose work will be submitted, as well as signed permission from any adult, including any K-12 students who are legally adults, before work samples from these individuals can be included in your task submission. Permission must be obtained ahead of time, prior to including the work with your submission.

## PRIVACY AND PERMISSION REQUIREMENTS

your task submission. Permission must be obtained ahead of time, prior to including the work with your submission.

Each local K-12 public school district and/or county office of education has its own requirements and process for obtaining permission for students and adults. Some may use a “blanket” permission process whereby a parent/guardian/adult signs one form that suffices for all activities during that school year, while others may require a new form for each different activity that takes place during the school year. Your teacher preparation program, as well as the K-12 classroom teacher(s) in whose classrooms you are doing your student teaching placement(s) and your fellow K-12 teachers if you are an Intern, can assist you in learning about and complying with these requirements.

A sample permission form for these types of activities is provided in Appendix C. Please note, however, that this is only a model and may or may not be usable in your specific teaching context. You should always comply with the policies and practices of the K-12 setting in which you are working and with the policies and practices of your teacher preparation program.

### **Maintaining Privacy and Control of the Culminating Teaching Experience Task Video**

It is your responsibility to protect the privacy of all individuals, including yourself, who appear in the video made as part of the *Culminating Teaching Experience* task. Once the video is made, you are responsible for ensuring that the master copy of the video is provided directly to your teacher preparation program.

#### **You may:**

- watch the video by yourself in order to complete the analysis and reflection portions of the task
- prepare the video for submission according to your teacher preparation program’s guidelines
- make one backup copy of the video
- post the video to a secure online site as directed by your teacher preparation program

#### **You may not:**

- make more than one backup copy of the video
- share the video with your family or friends, or any other person or organization
- post the video online to any site other than as directed by your teacher preparation program
- keep possession of the master copy of the video longer than the minimum time necessary before you are able to submit it to your teacher preparation program

Violation of any of these privacy requirements with respect to the video can have serious consequences that could affect your career as a teacher.

**Use of CalTPA Candidate Results for Induction**

One of the statutory purposes of the teaching performance assessment requirement (Chap. 517, Stats. 2006) is that the results of the TPA be reported in such a way that they serve to help inform the Individual Induction Plan during the Induction program experience. Federal and state privacy requirements, however, do not allow your teacher preparation program to turn your results directly over to an Induction program without your permission. You may be asked by your teacher preparation program for permission to share your teaching performance assessment results with a Commission-approved Induction program. Or, you may be asked directly by your Induction program to share this information. While it is your choice to give or withhold permission, you should be aware that it is in your best interest to help your local Induction program provide the most appropriate individualized plan for your growth and development as a beginning teacher, and your teaching performance assessment results are a useful part of that process.

**For Further Information**

For further information and/or guidance about fulfilling privacy and permission requirements related to the teaching performance assessment, please consult your local teacher preparation program.

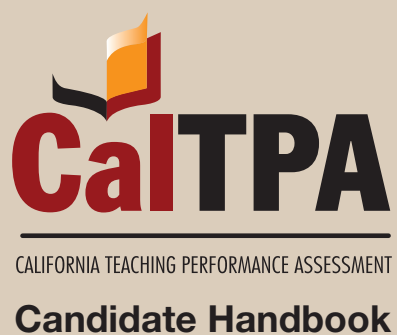


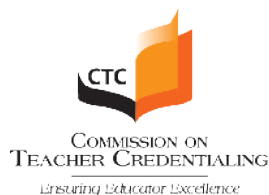
**APPENDIX C**

**Sample Permission Forms**

**English**

**Spanish**





### **Appendix C of the CalTPA Candidate Handbook**

Is covered by this Handbook's

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## Student Permission Form

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*(To be completed by the parents/legal guardians of minor students involved in this project, or by students who are more than 18 years of age who are involved in this project.)*

**Dear Parent/Guardian:**

I am a participant this school year in an assessment for teacher candidates. One of the primary purposes of this assessment is to improve student learning and encourage excellence in teaching.

This assessment requires:

- samples of student work as evidence of the quality of my teaching practice. These student work samples may include some of your child's work.
- a 20 minute video of a lesson taught in your child's class be submitted to my teacher preparation program,

\_\_\_\_\_  
*(name of teacher preparation program).*

Although the video would show both the teacher and various students, the primary focus is on the teacher's instruction, not on the students in the class. In the course of taping, your child may appear on the video.

No student's name will appear on any materials that are submitted. All materials will be kept confidential. Please complete and return the attached Teaching Performance Assessment Permission Form to document your permission for these activities.

Sincerely,

\_\_\_\_\_  
(Teacher Candidate's Signature)

## SAMPLE PERMISSION FORMS

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### Authorization

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Student Name: \_\_\_\_\_ School/Teacher: \_\_\_\_\_

**I am the parent/legal guardian of the child named above. I have received and read your letter regarding the teacher candidate assessment, and agree to the following:**

*(Please check the appropriate line below.)*

\_\_\_\_\_ **I DO** give permission to you to include my child's image on video as he or she participates in a class conducted at \_\_\_\_\_ (Name of School) by \_\_\_\_\_ (Teacher-Candidate's Name) and/or to reproduce materials that my child may produce as part of classroom activities. I understand that no last names will appear on any materials submitted by the teacher-candidate to her/his teacher preparation program.

\_\_\_\_\_ **I DO NOT** give permission to you to include my child's image on video as he or she participates in a class conducted at \_\_\_\_\_ (Name of School) by \_\_\_\_\_ (Teacher-Candidate's Name) but I do give permission to reproduce materials that my child may produce as part of classroom activities. I understand that no names will appear on any materials submitted by the teacher-candidate to her/his teacher preparation program.

\_\_\_\_\_ **I DO NOT** give permission to video record my child or to reproduce materials that my child may produce as part of classroom activities.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**I am the student named above and am more than 18 years of age. I have read and understand the project description given above. I understand that my performance is NOT being evaluated by this project and that my name will NOT appear on any materials that may be submitted.**

\_\_\_\_\_ **I DO** give permission to you to include my image on video as I participate in this class and/or to reproduce materials that I may produce as part of classroom activities.

\_\_\_\_\_ **I DO NOT** give permission to you to include my image on video as I participate in this class but **I DO** give permission to reproduce materials that I produce as part of classroom activities.

\_\_\_\_\_ **I DO NOT** give permission to videotape me or to reproduce materials that I may produce as part of classroom activities.

Signature of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date: \_\_\_\_\_

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## Formulario de Autorización Estudiantil

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*(Para ser completado por los padres/guardianes de estudiantes menores involucrados con este proyecto, o por estudiantes mayores de 18 años involucrados con este proyecto.)*

**Estimado Padre/Guardián:**

Este año escolar, soy participante en una evaluación de candidatos para maestro. Uno de los propósitos principales de esta evaluación es mejorar el aprendizaje estudiantil y fomentar excelencia en la enseñanza.

Este proyecto requiere que un video de 20 minutos, de una lección enseñada en la clase de su hijo/a, sea presentado en mi programa de preparación de maestros

\_\_\_\_\_  
*(nombre del programa de preparación de maestros).*

Aunque el video mostraría al/la maestro/a y a varios estudiantes, el enfoque principal es la instrucción del/la maestro/a, no los estudiantes de la clase. Durante la grabación, su hijo/a podría aparecer en el video. También, se me podría pedir someter ejemplos de trabajo estudiantil como evidencia de la calidad de mi práctica de maestro, y estas muestras de trabajo estudiantil podrían incluir algunos trabajos realizados por su hijo/a.

Ningún apellido de los estudiantes aparecerá en las materias presentadas. Todas las materias serán confidenciales. Favor de completar y devolver el adjunto Formulario de Permiso de Evaluación del Desempeño de Maestros para documentar su permiso para estas actividades.

Atentamente, \_\_\_\_\_ Fecha: \_\_\_\_\_  
(Firma del Candidato para Maestro)

## SAMPLE PERMISSION FORMS

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### Autorización

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Nombre del Estudiante: \_\_\_\_\_ Escuela/Maestro/a: \_\_\_\_\_

**Yo soy el padre/guardián del estudiante mencionado arriba. He recibido y leído su carta con respecto a la evaluación de candidatos para maestro, y estoy de acuerdo con lo siguiente:**

*(Favor de marcar la apropiada línea abajo.)*

\_\_\_\_\_ **SÍ, LE DOY** mi permiso a Ud. de incluir la imagen de mi hijo/a en un video mientras que él/la participe en una clase realizada en \_\_\_\_\_ (Nombre de Escuela) por \_\_\_\_\_ (Nombre de candidato para Maestro/a) y/o de reproducir las materias que mi hijo/a podría realizar como parte de las actividades escolares. Entiendo que ningún apellido aparecerá en ningunas materias sometidas por el maestro/a a su programa de preparación para maestros.

\_\_\_\_\_ **NO, NO LE DOY** mi permiso a Ud. de incluir la imagen de mi hijo/a en el video mientras que él/la participe en una clase realizada en \_\_\_\_\_ (Nombre de Escuela) por \_\_\_\_\_ (Nombre de candidato para Maestro/a) **PERO SÍ LE DOY** permiso de reproducir las materias que mi hijo/a podría realizar como parte de las actividades escolares. Entiendo que ningún apellido aparecerá en ningunas materias sometidas por el candidato para maestro/a a su programa de preparación para maestros.

\_\_\_\_\_ **NO, NO LE DOY** mi permiso a Ud. de grabar a mi hijo/a por video o de reproducir las materias que mi hijo/a podría realizar como parte de las actividades escolares.

Firma del Padre o Guardián: \_\_\_\_\_ Fecha: \_\_\_\_\_

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**Yo soy el/la estudiante mencionado/a arriba y soy mayor de 18 años de edad. He leído y entiendo la descripción del proyecto dada arriba. Entiendo que mi desempeño NO está siendo evaluado por este proyecto y que mi apellido NO aparecerá en ningunas materias que podrían ser sometidas.**

\_\_\_\_\_ **SÍ, LE DOY** mi permiso a Ud. de incluir mi imagen en el video mientras que participe en esta clase y/o de reproducir materias que podría realizar como parte de las actividades escolares.

\_\_\_\_\_ **NO, NO LE DOY** permiso a Ud. de incluir mi imagen en el video mientras que participe en esta clase **PERO SÍ DOY** permiso de reproducir materias que realice como parte de las actividades escolares.

\_\_\_\_\_ **NO, NO DOY** permiso de grabarme por video o de reproducir materias que podría realizar como parte de las actividades escolares.

Firma del Estudiante: \_\_\_\_\_

Fecha de Nacimiento: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fecha: \_\_\_\_\_